

## FIELD WORKER AND RESEARCH ASSISTANT

AN ORDINANCE CREATING THE POSITION  
OF FIELD WORKER AND RESEARCH ASSISTANT  
IN THE MAYOR'S COMMISSION ON  
GROUP RELATIONS AND ESTABLISHING A  
SALARY THEREFOR.

BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY:

Section 1. There is hereby created in the Mayor's Commission on Group Relations the following permanent position and there is also established herewith, as set forth opposite the title of said position, the minimum and maximum salaries therefor, as follows:

<u>POSITION</u>	<u>ANNUAL MINIMUM SALARY</u>	<u>ANNUAL MAXIMUM SALARY</u>
Field Worker and Research Assistant	\$6,400	\$8,400

### Section 2. Duties:

- (a) To assist in the organization, planning, direction and conduct of workshops, conferences, adult classes and institutes on intergroup relations, leadership training, skills of leading group discussion, the organization and operation of community councils and block associations, police-community relations and techniques of detecting and eliminating intergroup tension.
- (b) To maintain a continuing liaison with community councils, religious and civic organizations, human relations agencies, national and local, and individuals comprising the Advisory Council of the Mayor's Commission on Group Relations. To keep abreast of the latest information in human relations concerns and to coordinate those local activities which are his specific responsibility.

Field Worker & Research Asst.  
Section 2. Duties: (continued)

(c) To prepare, organize and conduct statistically sound research studies, surveys and inquiries on intergroup relations, changing neighborhoods, employment practices, community resources and the aspects of prejudice and discrimination which are a threat to the peace and welfare of the community.

(d) To assist the director and the assistant director in conducting investigations of incidents of alleged prejudice and discrimination.

(e) To assist in the planning and conduct of Commission and subcommittee meetings, open forums, mass meetings, radio and television programs and other educational or program services on intergroup, interreligious and intercultural relations, civil rights, the psychology of prejudice and techniques of eliminating prejudice and discrimination.

(f) To prepare information and materials published by the Commission, annual reports to the City Government, budget information, reports, pamphlets and articles on intergroup relations in the City of Newark and the work of the Mayor's Commission on Group Relations. Also to gather materials, edit and publish the bimonthly bulletin covering the activities of the Commission and related agencies in the City of Newark.

Section 3. Qualifications:

(a) Required: Graduation from a university of recognized standing with major emphasis in the social sciences (sociology, psychology, anthropology or political science). In addition, at least two (2) years of full time graduate training in human relations, intercultural education, sociology, psychology, social work or other specializations applicable to the

Field Worker & Research Asst.  
Section 3. Qualifications: (continued)

intergroup relations field and related to the position for which the candidate is being considered. Any candidate must demonstrate his knowledge of statistics in sociology, psychology or related fields.

Experience:

(b) Candidates may substitute paid professional experience in the group relations or social work field for the graduate level requirements on the basis of 2 years paid professional experience equating with 1 year of full time graduate training, listed in Section 3,(a), above.

Personal Characteristics and Abilities

(c) Genuine maturity of personality; liking for and ability to work with people, tact, soundness of judgment, integrity and personal commitment to the fundamental objectives of the agency. In addition, demonstrated ability to collect, analyze and interpret social, psychological and economic data and prepare reports thereon; ability to speak before large groups and to write effectively for all kinds of publications . . . from monthly house publications to daily newspapers.

Section 4. Any person hereafter appointed to the position herein created, shall receive the minimum salary established for this position and annually thereafter receive an increment until the maximum salary has been attained; provided that any person appointed to said position prior to September first of any year shall receive his first increment on the first January following said appointment; provided further, however, that

Field Worker & Research Asst.  
Section 4. (continued)

any person appointed to said position on and after September first in any year shall not receive his first increment until the second January first following the date of appointment.

Section 5. Increment

"Increment" shall mean an annual increase of Four Hundred Dollars (\$400.00) between the minimum and maximum salary.

Section 6. All ordinances or parts of ordinances which are inconsistent herewith, are hereby repealed.

Section 7. This ordinance shall take effect after final passage and publication, and in accordance with the laws of the State of New Jersey.

\* \* \*